

RULES AND REGULATIONS

JANUARY 1915

— OF THE —

ASSOCIATION

— OF THE —

Army of Tennessee

LOUISIANA DIVISION

NEW ORLEANS, LA.

1915

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Army of Tennessee.

LOUISIANA DIVISION.

Revised January, 1915

RULES AND REGULATIONS

—OF THE—

ASSOCIATION

—OF THE—

ARMY OF TENNESSEE

LOUISIANA DIVISION

Revised January 8th, 1915

ARTICLE I.

Membership.

SECTION 1. All applications for membership must be presented in writing at a regular meeting, must state the full name, age, residence, occupation or profession of applicant, must contain a brief record of his or his ancestor's military career and history from the *time of entering the service until the surrender*; must be endorsed by two members of the Association in good standing; and when

for a Veteran membership, must be accompanied by the initiation fee, and shall be read in open session and referred to the Investigating Committee to be reported and acted on, at the following regular meeting, unless further time be granted.

SEC. 2. Application for membership may be remanded for re-investigation at any time before the final ballot, and even after the election of the candidate, the Association for cause shown, may reconsider the vote at any time prior to his signing the Act of Incorporation, in which event, the application may be postponed for further investigation, or another ballot may be taken the same evening.

SEC. 3. It shall be the duty of any member of this Association knowing aught derogatory to the character or qualifications of a candidate, to reveal the same to the President or to the Investigating Committee, and the name of the member making such disclosure shall in no case be divulged.

SEC. 4. Elections for membership shall in all cases be held with ball ballots; after balloting, the box shall be inspected by the President, and should all the balls cast be white, the candidate shall be declared duly elected. Should there be less than three black balls cast, the President shall order another ballot to be taken immediately, so as to make sure that the black balls were not cast inadvertently; should less than three black balls be cast on the second ballot, the application shall lie over for six months. Three or more black balls shall suffice to reject a candidate. However, if all the members who cast the black balls should at the next stated meeting, move, in writing, a reconsideration of the vote, then a new ballot may be entered into at the same or next regular meeting;

and if then all the balls be white the candidate shall be declared elected.

SEC. 5. No application for membership shall be withdrawn after it has been referred to the Investigating Committee, unless by consent of the Association.

SEC. 6. Every person on being admitted a member of this Association, shall sign the Charter and provide himself with a badge of the Association and a copy of the Charter, Rules and Regulations.

SEC. 7. Failure to comply with Section 6 on or before the third regular meeting after his notification of election, shall forfeit to the Association, the initiation fees and render void the election of any member, if living in the City of New Orleans; if living outside, 90 days from notification of election by the Corresponding Secretary, will be allowed to comply with the above section, and to send a written acceptance of membership and approval of the Charter and Rules and Regulations, receipt of which, with date thereof, shall be made on the Record opposite the member's name, by the Recording Secretary.

SEC. 8. Any person who, by false representations, shall obtain admission to membership in this Association, when not eligible, shall be expelled, and his name shall be posted in a conspicuous place in the meeting room, stating the cause that led to his expulsion.

SEC. 9. Any member who shall refuse or fail to pay up all indebtedness standing against him, at a monthly meeting, as provided in Article X, Section 2, Par. 2, shall lose his good standing in the Association, and no member, unless he be in good

standing, shall be eligible to office, or entitled to vote or debate at any meeting, or to claim any of the benefits of the Association.

SEC. 10. Members shall be classed as *Active*, *Life*, *Honorary*, and "*Sons of Confederate Veterans*."

SEC. 11. *Life Membership* shall be accorded to any member upon payment of fifty dollars (\$50.00). Communications asking to be placed on the *Life Membership* roll shall be read at regular meeting and must have the amount enclosed.

SEC. 12. *Life Members* shall be entitled to all the privileges of the *Active*, and be exempt from all fines, dues or other charges, except in case of being elected to, and holding office; in which case, and while so doing, they shall be liable to fines and penalties of *Active* members.

SEC. 13. *Life Members* shall be exempt from all committees; should they voluntarily accept, they shall be subject to same penalties imposed on *Active* members for dereliction of duties.

SEC. 14. *Honorary Membership* may be accorded any person for distinguished services rendered the late Confederate States of America, or any special service rendered this Association; this shall require a vote of two-thirds of the members present at a regular meeting.

SEC. 15. *Honorary Members* shall be exempt from all service, dues, fines, and other charges.

SEC. 16. *Sons of Confederate Veterans*.—In accordance with Article III of the Charter, on and after January 1st, 1915, all persons who are de-

scendants of such Confederate Army or Navy Veterans as are or were possessed of the qualifications required by the Charter, shall after due examination and recommendation by the Investigating Committee and election by the Veteran members, be entitled to full membership in the Association of the Army of Tennessee, Louisiana Division, and as corporate members of the Association, on the same terms possessed and enjoyed by the Confederate Veteran members, provided the offices of President and the three Vice-Presidents shall be filled only by the Confederate Veteran members. Applicants must be at least twenty-one years of age.

The Sons of Confederate Veterans are hereby recognized as the successors of the Veteran members and shall be entitled to all the privileges and benefits accorded the Veteran members and entitled to serve on committees and hold offices other than those of President and Vice-Presidents, shall be exempt from paying any initiation fee, and shall only be required to pay monthly dues of fifty cents as required of Veteran members.

SEC. 17. No resignation of membership shall be entertained unless the member is clear of the books.

ARTICLE II.

Meetings.

SECTION 1. The regular meetings of this Association shall be as follows, to wit:

1.—The *Annual Reunion*, which shall take place on April 6th of each year, at such hour as may be designated by the Executive Committee. When the 6th of April falls on a Sunday or Holy Day, the reunion shall be held on the following day.

2.—The *Annual Meeting*, which shall be held on the second Tuesday of each year, at seven thirty o'clock P. M.

3.—The *Monthly Meeting*, which shall be held on the second Tuesday of each month during the year at seven thirty o'clock P. M.

4.—The *Quarterly Meeting*, which shall be held at the regular monthly meetings of January, April, July and October of each year.

SEC. 2. Special meetings for the transaction of particular or urgent business may be called at any time by the President, and shall also be called by him at the written request of five (5) members in good standing. Public notice of all special meetings shall be given in one or more daily City papers.

SEC. 3. At all meetings it shall require fifteen (15) members entitled to vote to constitute a quorum for business, but with that number only in attendance, no appropriation shall be made without unanimous vote.

ARTICLE III.

Election of Officers.

SECTION 1. The election for officers shall be held at the annual meetings. Their term of office shall be for One year, or until their successors are installed.

SEC. 2. The election shall be conducted by ballot whenever more than one candidate is in nomination for the same office, and the vote shall be received and counted by two members, to be appointed as tellers by the President. The candidate

having a majority of votes cast shall be declared duly elected; but should there be more than two candidates for the same office, and no one having a majority, the lowest candidate shall be dropped on the second ballot, and this course shall be continued until the candidates are reduced to two.

SEC. 3. Nominations shall be made only on the day of election, and the election shall take place separately in the order of enumeration in Article IV of Charter.

SEC. 4. Whenever there is but one candidate for an office, the vote may, on motion, be taken *viva voce*.

SEC. 5. In the event of a failure to elect any or all the officers on the day assigned for the annual meeting, the election shall be completed at next regular meeting, and such officers, whose places have not been filled, shall hold over until their successors have been elected and inducted into office.

SEC. 6. The officers elect shall assume the duties of their office on the day of election.

ARTICLE IV.

Qualifications for Office.

SECTION 1. No member shall be eligible to office unless he is in good standing.

ARTICLE V.

Duties of Officers.

SECTION 1. The President shall preside at all meetings of the Association, enforce order and a strict observance of its laws, see that proper re-

spect be paid to other officers, appoint all committees and officers not otherwise provided for, give the casting vote in the event of a tie, inspect and announce the result of all balloting, direct the Recording Secretary to call special meetings, sign all orders on the Treasurer, except those drawn by the Chairman of Relief Committee in urgent cases, and countersign all checks against the bank deposits of the Association, and sign all documents that require his signature to authenticate. He may vote by ballot in all cases of election, but shall not make or second any motion, nor take part in any debate while in the chair. It shall be his duty to inspect the books of the Secretaries and Treasurer before each quarterly meeting, or oftener if he deems it proper to do so. He shall perform other duties entrusted to him. The President shall have special charge of the Hall and property of the Association; he shall also sign all certificates of membership, and shall make at the annual meeting a report of the Association's working condition during his term of office.

SEC. 2. The Vice-Presidents shall assist the President in the discharge of his duties, and in the absence of the President the senior one shall assume all the duties and responsibilities appertaining to said office, with the powers of the preceding Section conferred upon him.

SEC. 3. The First Vice-President shall be Chairman of the Executive Committee. The Second Vice-President shall be Chairman of the Tomb Committee. The Third Vice-President shall be Chairman of the Relief Committee.

SEC. 4. The Recording Secretary shall keep the seal of the Association and the following books: 1st, a Roll Book, in which shall be recorded alpha-

betically the names of the members, their residences or addresses, their former commands and rank and date of their election. 2nd, a Report Book, in which shall be entered or filed the reports of all special or standing Committees and Officers. 3rd, a Book containing the Charter, Rules and Regulations, and any amendment to the same, and the signatures of the members. 4th, a Minute Book, in which shall be recorded an accurate record of the proceedings of the meetings. He shall notify the members of all Committees of their appointment, and give the names of members of the Committee to the Chairman. He shall report at each quarterly meeting the condition of the Association, the number of members admitted since the last report, the number of deaths, resignations, suspensions, expulsions, reinstatements, etc., and the date thereof, and perform such other duties as may be required of him. He shall, at the expiration of his term, deliver to his successor all books, papers, etc., in his possession belonging to the Association. He shall sign all certificates of membership and rank all officers after the Vice-Presidents. He shall not be required to give bond, and shall be exempt from all dues and service on Committees and receive such other compensation as the Association may order. He shall submit his books when called for by the President or such Committees as may be entrusted with the examination of the same.

SEC. 5. The Financial Secretary shall keep the following books: 1st, a Cash Book, in which all collections shall be immediately entered, and the source specified. 2nd, a Receipt Book, containing the Treasurer's receipts for all moneys paid over to him. 3rd, a Ledger, in which he shall keep a just and true account between the Association

and its members and all other accounts. He shall collect all moneys, fines, dues and initiation fees and credit the sums when paid, give his receipt for the same, pay over to the Treasurer all moneys collected, and take his receipt. He shall draw his warrant on the Treasurer for all his bills properly audited by the Finance Committee, and ordered paid by the Association; provided, he shall only draw his warrant against funds actually in the Treasury of the Association. He shall notify all members in arrears. He shall furnish a list of suspended members that may have paid up and are entitled to reinstatement. Previous to his being installed he shall give a bond with good and solvent security for One Thousand Dollars, for the faithful performance of these duties he shall be exempt from all dues and service on Committees, and receive such other compensation as the Association may order. He shall grant free access to his books and accounts to the President and Finance Committee whenever they may deem it proper, after twenty-four hours notice.

SEC. 6. The Corresponding Secretary shall be Chairman of the Historical Committee; his duties shall be to notify in writing all members of their election, to write all communications not otherwise ordered, to correspond with members resident in New Orleans or elsewhere. He shall be custodian of all Historical material obtained by the Committee, which he shall keep properly collated and recorded in such books as the Committee may decide. He shall keep a Letter Book, in which shall be copied all letters written by him, and shall perform such other duties connected with his office that the Association may assign to him. He shall give free access to his records and books to the President and Committees that may be appointed

to examine the same. For the faithful performance of these duties he shall be exempt from all dues and service on the Relief Committee, and he shall receive such other compensation as the Association may order. He shall, at the expiration of his term of office, deliver all books, papers, etc., belonging to the Association, to his successors.

SEC. 7. The Treasurer shall be the custodian of all moneys, shares of stocks, commercial instruments and other evidences of the investment of the funds of the Association of every character; he shall keep a book in which he shall enter all moneys received, the source and dates, as well as all the moneys disbursed, with the amounts and dates separately, in one general account, from which all payments shall be made. He shall receive from the Financial Secretary all moneys, fines, dues and initiation fees, and receipt to him for the same, pay all orders drawn on him when signed by the President and countersigned by the Financial Secretary, keep a correct account of all moneys received or disbursed, and at each *quarterly* meeting shall make a report showing receipts and expenditures, with balances on hand and amounts due by the Association, and at the close of his term furnish a full statement, together with all vouchers and papers relating thereto to the Finance Committee. He shall also make monthly statements in writing of the condition of funds.

He shall deposit all funds in the name of the Association in a Bank selected by the Finance Committee, and shall draw his check against such deposits to pay lawful warrants, which check must be countersigned by the President in order to entitle it to be paid.

He shall grant free access to his books and ac-

counts for inspection by the President and Finance Committee, whenever they deem it proper so to do, after twenty-four hours notice.

Previous to receiving the books, funds and other property from his predecessor, he shall furnish bond with one or more sureties, *in solido*, in the sum of One Thousand Dollars, to be approved by the Finance Committee, and then delivered to the President.

Upon ceasing to be Treasurer, whether by expiration of his term or otherwise, he shall deliver to his successor, or to such person or persons as may be appointed by the President, all moneys, books, papers, etc., in his possession and belonging to the Association, under penalty of expulsion, as well as forfeiture of his bond.

For the faithful performance of these duties he shall be exempt from all dues and service on Committees.

In case of death of the Treasurer, the receipts and accounts of the Financial Secretary shall be sufficient vouchers.

SEC. 8. The Physicians shall attend to all members requiring their services; they shall make annual reports to the Association of such services, and shall receive such compensation as the Association may determine.

ARTICLE VI.

Vacancies and Absence of Officers.

SECTION 1. Any Officer or Chairman of Committee who shall, without leave or sufficient excuse, absent himself from three consecutive meetings, or who, after election, shall fail within thirty days to qualify or to signify his acceptance, shall forfeit

his office, and the same may be declared vacant by a vote of the Association.

SEC. 2. Vacancies in elective offices may be filled *pro tempore* by appointment of the Chair; but shall be regularly filled by election, at the next regular meeting, after such vacancies shall have occurred.

SEC. 3. Leave of absence must be obtained by all Officers and Chairmen of Standing Committees, for any absence which shall extend to more than one meeting.

SEC. 4. Any Officers intending to leave the city or expecting to be absent from any of its meetings, shall notify the President, or in his absence the next ranking officer, previous to the meeting, and shall place in his hands or within his reach all books, papers and effects of this Association.

Non-compliance with Section 4 shall be punished by a fine to be fixed by a vote of the Association.

ARTICLE VII.

General Duties of Officers.

All Officers and Standing Committees shall make an annual report of their stewardship. These reports shall be placed in the President's hands one week before the annual meeting, that he may incorporate them in his final report to the Association, and they shall be presented to the Association with such report.

SECTION VIII.

Committees.

SECTION 1. There shall be the following standing committees:

1st. The *Executive Committee*, composed of the three Vice-Presidents, three Secretaries and Treasurer, of which the First Vice-President shall be Chairman.

2nd. The *Tomb Committee*, composed of four members, besides the Second Vice-President, who shall be Chairman.

3rd. The *Relief Committee*, composed of seven members, besides the Third Vice-President, who shall be Chairman, and as Chairman shall be exempt from payment of dues.

4th. The *Historical Committee*, composed of four members and the Corresponding Secretary, who shall be Chairman.

5th. The *Investigating Committee*, composed of seven members.

6th. The *Finance Committee*, composed of three members.

SEC. 2. The *Executive Committee* shall have charge of all matters appertaining to arrangements for reunions and meetings of the Association. It shall arrange for the funeral of a member when buried at the expense of the Association; and to that end, immediately after their election they shall make a contract in writing with a responsible undertaker, to attend to all funerals ordered by the Association during the year. It shall be the duty of said Committee to attend all meetings of the Association, and take charge of, and carry out all other matters referred to it. It shall assist the President with advice whenever he may request them to meet him for consultation.

SEC. 3. The *Tomb Committee* shall have special charge of the *Monumental Tomb* of this Association. They shall be the Trustees of the Tomb Fund, and shall be charged with the investment of the funds thereof, in the name and under the direction of this Association. The Treasurer shall collect the interest, or dividends, and the principal of said investments, and give proper account thereof to the Financial Secretary. They shall keep minutes of their proceedings.

They shall keep a complete record, in duplicate, of every deceased member interred in the Tomb of this Association, with an alphabetical Index thereto, whereof one copy shall be in the custody of the Chairman of the Tomb Committee and another at the Cemetery, in such suitable place and keeping as they shall provide.

Interment in the Tomb shall be made upon the order of the Chairman, or of the member of the Tomb Committee whom he shall appoint to act for him in his absence, who shall designate the vault by its number, upon presentation of a Certificate from the Financial Secretary, showing membership in good standing.

Provided, that in case of emergency, temporary interment may be made on order of the Executive Committee approved by the President.

The Association may ordain such rules, and pass from time to time such laws respecting said Fund, as it may deem proper, being consistent with the rules and the Charter of the Association, but it shall in no event divert to any other purpose any of the funds directed to be paid into the Tomb Fund, or dispose of any of the assets belonging to the fund for any other purpose, but that for which they were intended.

SEC. 4. The *Relief Committee* shall examine into all applications for relief, and all cases of distress among members. In cases of distress, the Chairman of the Committee is empowered to warrant on the Treasurer for a sum not exceeding Ten Dollars (\$10.00) in any one case as this Committee may determine.

Any member of this Association in arrears, which under the terms of these rules, make him liable to suspension, shall be reported by the Financial Secretary to the Relief Committee, and said Committee is hereby clothed with full power and discretion, if in its judgment necessary to grant relief to such delinquent member to the extent of said arrears and officially report such action to the Financial Secretary for entry in his books.

The Relief Committee shall have full charge of all necessary arrangements for the burial of members.

In time of much sickness among members, the President, at the request of the Committee, shall appoint such members to assist them in their duties as he may deem proper.

The only relief to be granted to or claimed by a member of this Association, shall be such as the Relief Committee may judge necessary, and as the Association shall, from time to time, order. All applications for relief shall be referred to the Relief Committee for investigation.

SEC. 5. The *Investigating Committee* shall thoroughly inquire into the record of all applicants, and conscientiously discharge the duties as laid down in Section 1, Article I of Rules and Regulations, and of Article III of the Charter.

They shall meet once every month and report in

writing, and shall keep a record of all applications presented to them, with date, and whether approved or disapproved.

SEC. 6. The *Historical Committee* shall attend to the collection of all information, data, documents, papers, reports, histories, narratives, letters, diaries and other materials, facts, incidents, plans, maps, sketches, prints, books, mementoes, statistics and everything relating to the War, the States engaged in it, the troops sent from each, and especially from Louisiana, the resources of each during the war, and all other matters of use or value to the future Historian of the War between the States.

They shall direct their efforts to obtain rolls of all organizations of troops from Louisiana. Their records shall be in charge of the Corresponding Secretary, and kept collated as the Committee may direct.

SEC. 7. The *Finance Committee* shall examine all claims against the Association and report quarterly. They shall select the Bank of Deposit, and approve the Bond of the Treasurer and the Financial Secretary, and turn same over to the President and supervise all other matters appertaining to the finances of the Association.

All claims which they find correct, they shall audit.

At the end of their term, or in case of resignation of the Financial Secretary or Treasurer, they shall examine their books and report thereon at the first stated meeting thereafter.

SEC. 8. All Standing Committees shall keep minutes of their proceedings, which they shall turn over to their successors.

All reports of Committees must be made in writing and signed by a majority of members thereof.

All Chairmen of Committees failing or neglecting to perform such duties as prescribed for them, shall, after the same be made known to the Association, be liable to such penalty as the Association may order.

ARTICLE IX.

Of the Funds of the Association—Their Distribution.

SECTION 1. The funds of the Association shall be comprised in one general fund.

At the annual meeting in each year the Tomb Committee shall present a budget setting forth the sum required for the care and maintenance of the Tomb, and the Association shall appropriate for the ensuing year such sum as it may deem necessary and expedient for that purpose. The present investment of the funds of the Association now existing for the benefit of the Tomb shall remain and continue devoted to the uses and purposes of the Tomb.

SEC. 2. No money shall be drawn from the General Fund, unless on an order signed by the President and countersigned by the Financial Secretary, and with the exception of the relief allowance, and such funeral expenses as may be authorized, the appropriation of all sums of money shall require a three-fourths ($\frac{3}{4}$) vote of members present in good standing.

SEC. 3. No assessment shall ever be levied by this Association upon its members for any purpose whatever.

ARTICLE X.

Fees, Dues, Fines and Penalties.

SECTION 1. The fees of admission for Veteran members shall be Four Dollars, and no admission shall be charged Sons of Confederate Veterans.

SEC. 2, Par. 1. The only dues to be charged to members of this Association, until otherwise provided, shall be the sum of fifty cents (50c.) per month, payable monthly.

Par. 2. Any member of this Association who shall be indebted to the Association for one year's dues, six dollars (\$6), and who shall neglect or fail to pay the same at or before the next monthly meeting of the Association, after notice to pay the arrearages shall have been given, shall stand suspended from membership in the Association.

Par. 3. Any member suspended for no other cause than the non-payment of dues, shall be restored to good standing by the payment in his lifetime of the one year's dues, six dollars.

SEC. 3. That because of their diminished capacity to earn a livelihood, the following classes of members be exempted from the payment of monthly dues, to wit:

1. All members who lost either arm or leg in active service in the Confederate Army or Navy.

2. All members permanently disabled by wounds in such services, such disability to appear by the written declaration of the member so disabled approved by the Surgeon of the Association, if such member resides in this city. If such member resides in the country, he must furnish the certificate

of a competent practicing physician as to the nature and details of his disability, which must be submitted to the approval of the Surgeon of this Association, who shall be required to state his reasons in case of disapproval, and which must be submitted to the Association for its final action.

SEC. 3. That any member of this Association borne upon its roll, and who may be disabled or suffering from disease not resulting from his own excesses or intemperance, or who may enter the Soldiers' Home shall be exempted from the payment of any dues to this Association while so situated.

SEC. 4. Should any member be guilty of grossly immoral or scandalous conduct, or of any crime accounted infamous, he shall be expelled, and this Association shall have the right to reclaim his certificate of membership for cancellation.

ARTICLE XI.

Amendments.

SECTION 1. All motions to amend, alter or repeal these Rules and Regulations or any portion thereof must be made in writing, presented at a regular meeting, and read in open session; they shall then lie over until the next regular meeting, to be again read in open session and acted upon.

SEC. 2. No amendment, alteration, or repeal shall be considered adopted unless it receives an affirmative vote of two-thirds of the members in good standing, present and voting at a meeting.

ORDER OF BUSINESS.

In the transaction of business, this Association shall be governed by the usual rules of procedure and debate in deliberative bodies.

The following shall be the order of business:

1. Calling the meeting to order.
2. Calling of the Roll.
3. Reading of the minutes.
4. Collection of Dues.
5. Report of the Treasurer.
6. Report of the Recording Secretary.
7. Report of the Financial Secretary.
8. Report of Executive Committee and action thereon.
9. Report of Investigating Committee and action thereon.
10. Report of the Finance Committee and action thereon.
11. Report of the Relief Committee and action thereon.
12. Report of the Tomb Committee and action thereon.
13. Report of the Historical Committee and action thereon.
14. Report of Special Committees and action thereon.
15. Reading of Application for membership.
16. Unfinished Business.
17. New Business.
18. Order of the Day.
19. Reading of Communications.
20. Election of Officers.
21. Installation of Officers.
22. Adjournment.